

# LOCAL DISPOSAL REQUEST INSTRUCTIONS

## FILLABLE FORMS

A fillable form is an enhanced Word document that allows you to quickly and efficiently fill out a standardized form.

Once you open up this document, your cursor will go to the first form field. Type the information required. Then use your Tab key to go to the next question.

Some of the form fields have pulldown menus. Once you have tabbed into the form field, you'll get a list of choices. Simply click your choice and tab to the next field. Another way to do this is to click on your Down arrow, make your selection, and then hit the Enter key.

This form isn't magic and it might not work for all situations. If you should have any problems, please call Records and Information Management at (406) 444-9000 and we'll be glad to help you.

## FORM FIELDS

**FROM:** Type in the name of the responsible agency person.

**TO:** Send the completed form to this address.

**Schedule #** A pulldown menu that allows you to choose what schedule you use.

**Item #** This number comes from the schedule you are using.

**DESCRIPTION OF RECORDS** Type a brief but specific explanation of the records.

## INCLUSIVE DATES

**From** What date is the first record?

**To** What date is the final record?

**Confidential** Hit the space bar to check if these records are confidential or private.

**10 Year Rule** Hit the space bar if these are public records which cannot be destroyed for six months after the date typed in.

**DISPOSE** One of these boxes should always be chosen in this column.

**Yes** Hit the space bar if this record can be gotten rid of.

**No** Hit the space bar if this record must be kept.

**Comments** Type in comments that specifically address what will happen to the record.

## ORDERED BY:

**Governing Body** Signature of the person submitting the form.

**Records Custodian** Signature of the person responsible for the agency submitting the form.

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## RECORDS APPROVED BY:

## CERTIFICATE OF DESTRUCTION